

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: FEBRUARY 21, 2013**

**REVISED: MAY 31, 2013**

**CLOSING DATE: UNTIL FILLED**

**DEPARTMENT:** Payson Constable's Office

**POSITION:** Deputy Constable

**LOCATION:** Payson

**JOB CODE:** 13-020

**PLEASE USE THE DEPUTY CONSTABLE APPLICATION WHEN APPLYING**

**PARTTIME – 19 HOURS PER WEEK**

**HOURLY SALARY:** \$15.81-\$19.27 DOE

### **NATURE OF WORK**

Performs work in legal service of criminal and civil documents issued through County Court Systems, according to policies, procedures and regulations.

### **DUTIES AND RESPONSIBILITIES:**

- Serves summons, subpoenas, arrest warrants, orders of protection, injunctions, eviction notices and criminal complaints issued from Court system and other agencies.
- Serves and enforces other orders regarding civil matters; organizes papers and plans deliveries.
- Carries out duties in conformance with applicable laws and ordinances; interacts with the public effectively and courteously.
- Updates and maintains a variety of files, records, and other documents, and prepares reports as required.
- May act as bailiff to provide courtroom security.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment and traveling outdoors in a motor vehicle; work requires physical ability to protect self against hostile individuals.

### **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. and three (3) year's criminal justice system experience; OR an equivalent combination of education and experience; preference given for law enforcement and civil law procedures experience; must possess a valid Arizona driver's license and pass a criminal history records check. Must have an Arizona Peace Officer Standards and Training Certification.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Department policies and procedures; laws, regulations, policies and procedures related to legal service of court documents; the basic principles of record keeping, case files and records management; County geography including cities, towns and roads in the County.

**Ability to:** Communicate effectively with individuals of various socioeconomic and cultural backgrounds; operate a personal computer and specialized software applications.

**Skills in:** Making decisions, maintaining composure, and working effectively under stressful conditions; remaining alert at all times and reacting quickly and calmly in hostile situations; effectively dealing with situations requiring diplomacy and sound judgment; driving a motor vehicle safely; writing and completing accurate reports; interacting with people of different social, economic, and ethnic backgrounds.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.